South Carolina
Department of Education

Together, we can

Calculating GPAs in the Student Information System SIS: Supporting the SC Uniform Grading Policy Instructional Guidelines

This document contains instructions for calculating GPAs and printing transcripts for college applications to comply with the legislative mandate that created the Uniform Grading Policy, revised January 2007.

These guidelines provide a standard method by which GPAs are calculated to determine a student's eligibility for state scholarships and to present a standard collection of data that colleges and universities use when evaluating applicants.

Office of Technology Services

Updated March 2009

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Calculating GPAs in SASI

Overview

This technical document addresses settings in the SASI software program required for compliance with the Uniform Grading Policy (UGP), finalized January 2007 by the State Board of Education. The uniform grading scale and the system for calculating GPAs and class rank will apply to all courses carrying units, including units earned at the middle or junior high school level. Therefore, the UGP applies to every school that has students in the ninth grade and higher. Each district must decide if the policy will be implemented in schools that house grades PK-8.

Transcripts and report cards will specify the course title and the level or type of course the student has taken (e.g., English 1, Algebra 2 honors, AP U.S. History). The grading scale must be printed on the report card. Refer to the Uniform Grading Policy for specific information regarding honors, dual credit, advanced placement and international baccalaureate courses as well as the End-of-Course Program (EOCEP) courses and the Credit Recovery option.

To summarize, this document provides instructions for configuring several atoms in SASI for these purposes:

- Calculating correctly the year-end Grade Point Average that is displayed in the SASI Course History atom (file).
- Calculating class rank for students qualifying for state scholarships.
- Configuring and printing a state-designated transcript for graduating seniors that provides specific information required by the Uniform Grading Policy. The data elements for this transcript should be standardized across the state so that reports received by colleges, universities, and SC scholarship offices provide necessary and consistent information from each high school.
- Standardizing on the State Board of Education-approved UGP.

These instructions ensure that all districts/schools are calculating GPAs and class ranks in the same manner for purposes such as determining eligibility for scholarships, and that transcripts present a standard collection of data that colleges and universities can use when evaluating applicants.

You will find current screenshots of various SASI atoms demonstrating the required settings to calculate correctly the GPA that is displayed in Course History and printed on transcripts or other student reports. Additional screenshots also demonstrate the required settings to produce the transcript that has been designated as the official transcript layout for South Carolina.

Refer to the *SASI Grade Reporting Training Guide*, the *SASI Basic Scheduling Training Guide*, the *SASI Course History User's Guide* and the *SASI Setup and Administration Training Guide* for assistance with using these atoms. You can access each of these

guides at Pearson School Services Web site if your district technical contact has added your name to this user list. You should also be able to access them using the Help command in the SASI software.

State Standard

The Office of Technology Services (TS) staff, Accountability Division at the South Carolina Department of Education (SCDE) uses GPA Definition ID 2, SC UGP GPA (TOT) and Class Rank 2 in queries and references to GPA. Each district is responsible for each of its secondary schools adhering to the standard setup for GPA Definition.

GPA Calculation

SASI gives you a tremendous amount of flexibility in configuring the grading setup for calculating grade averages and the GPA. The screenshots in this document show fields that are required for configuration. Only the fields that are identified in each example must be set as indicated. Settings for the other fields are at your district's discretion.

A brief explanation of the GPA calculation process may help you understand the settings on the following pages. The three key components of a successful GPA calculation are these:
- mark
- course credit value
- course academic tag

The mark is cross-referenced to the GPA Definitions atom, which contains the Grade Point tables. The academic tag determines which table is used, and the mark determines which value in that table is used. The Grade Point value is multiplied by the Credit Value to give a weighted mark. The weighted marks of all courses attempted are summed, and then divided by the sum of credits attempted.

The following example using only 3 marks describes the process:

A student has completed 3 courses and the courses have been transferred to Course History. The student earned an 87 in a Physics Honors course that is worth 2 credits. An Algebra I course worth 1 credit has a mark of 92, and an AP History course worth 1 credit has a mark of 63.

The Physics course has an 'H' tag, so the mark of 87 is cross-referenced to the 'H' table in GPA Definitions, which returns a Grade Point value of 3.750; and this value is multiplied by the 2 credits to give a weighted mark of 7.500.

The Algebra course has a 'C' tag, so the mark of 92 is cross-referenced to the 'C' table in GPA Definitions, which returns a Grade Point value of 3.875; and this value is multiplied by the 1 credit to give a weighted mark of 3.875.

The History course has an 'A' tag, so the mark of 63 is cross-referenced to the 'A' table in GPA Definitions, which returns a Grade Point value of 1.250; and this value is multiplied by the 1 credit to give a weighted mark of 1.250.

The weighted marks are summed (7.500 + 3.875 + 1.250 = 12.625) then divided by the credits attempted (4) to give a GPA of 3.156. Even though the student failed the AP History course and will not receive credit for the course, the mark and credit attempted are included in the GPA calculation.

Course Title	Tag	Credit	Mark	Calculation
Physics Honors	H	2	87	3.750*2=7.500
Algebra I	C	1	92	3.875*1=3.875
AP History	A	1	63	1.250*1=1.250
			GPA	12.625/4=**3.156**

To summarize when you run GPA calculations, SASI looks in the course atom to determine the academic weighting (N/H field). It then locates the GPA points in the GPA table for the mark given for a particular course and the academic weight. SASI multiplies that number by the credit attempted to arrive at a GPA score for that course and then moves to the next course, adding the score and credits attempted for each. To get a student's grade point calculation, SASI divides the total GPA by the total credits attempted.

Note: Course titles printed on transcripts and student report cards for the 2007-08 and future school years should not reference Tech Prep designations; however, courses taken by student before the 2007-08 school years may reference courses tagged with the T designation. You should specify the level or type for honors and advanced placement courses (UGP, 55-03-3).

You should not change student records in SASI course history for prior years; for example, you should not edit data in the course history atom for 2007-08, 2006-07, 2005-06, etc. school years. Student records in the Course History atom should reflect what actually took place. All school should have an archived copy of SASI for each school year; therefore, guidance and SASI personnel should be able to honor requests for transcripts prior to table changes effective for the 2007-08 year.

Changes for 2008-09 Grading Setup

As part of the initial installations of the SASI software at each school (2000-2004), the academic codes and descriptions, and the marks (grades) and associated grade point

values were included. During the 2000-01 school year, district SASI coordinators were to have added the "WF" and "FA" marks and grade points according to the Uniform Grading Policy mandated by the SC Legislative Body.

Changes for the 2007-08 school year required that district technology coordinators or SASI coordinators update all setup information in SASI to comply with the UGP revisions. You will want to review the Policy and other information provided by offices within SDE at the following sites in the Appendix, Part B for this document.

Updates for 2008-09 are as follows:
- **GPA Definition, Long Title -- change to *SC UGP GPA***
- **GPA Definition, GPA Decimal Place Accuracy – set to *4***
- **GPA Definition, GPA Round – leave blank**
- **Transcript Definition, Additional School Comments Added**
- **Additional explanation for 4.0 GPA set up.**

Each change indicated above is shown in the pages that follow.

Grading Setup: Options Tab
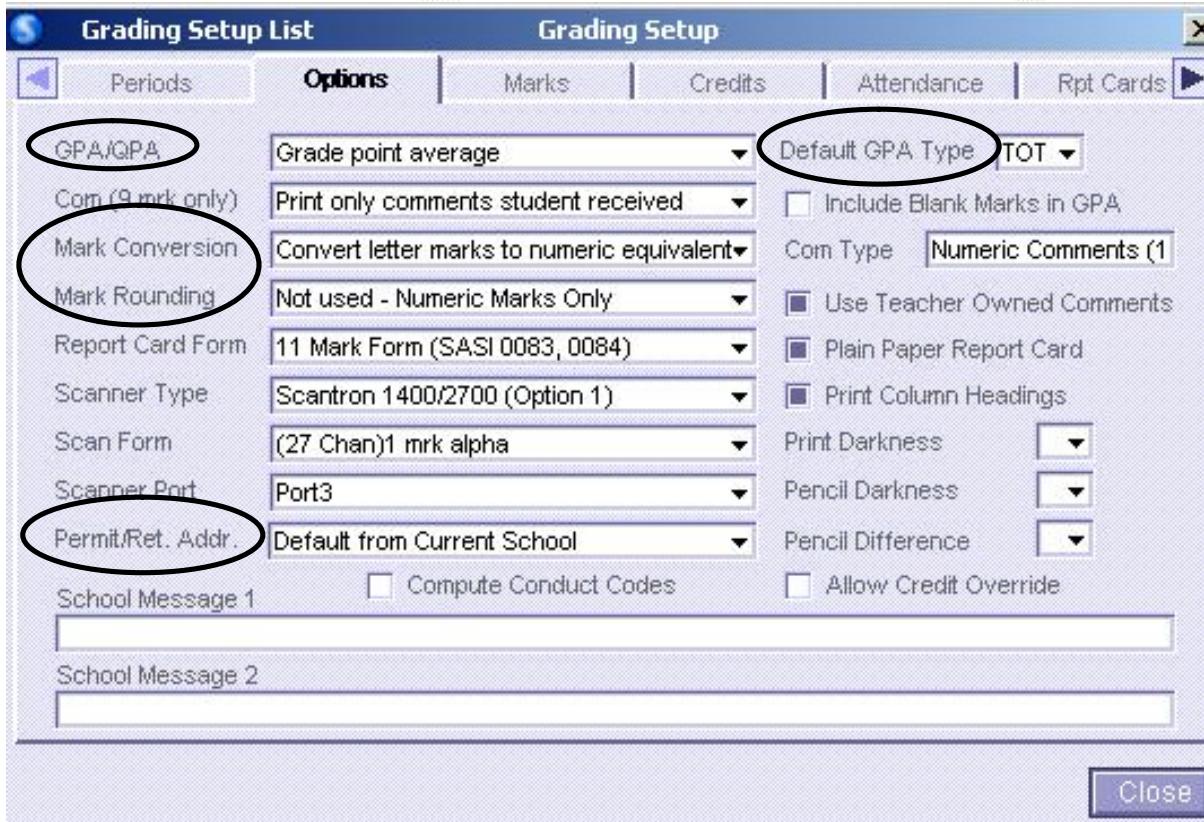
GPA/QPA – select "Grade point average."
Default GPA Type – select "TOT."
Mark Conversion – select "Convert letter marks to numeric equivalent."

Mark Rounding – select "Not used – Numeric Marks Only." This setting ensures the "blank" for the "Round" field in the GPA definition atom.

Permit/Ret. Addr. – select "Default from Current School."

School Message 1 – enter message to parents to print on report cards.

School Message 2 – enter message to parents to print on report cards.

The fields that are not listed or not circled in the graphic above should be set to meet your district's specific needs.

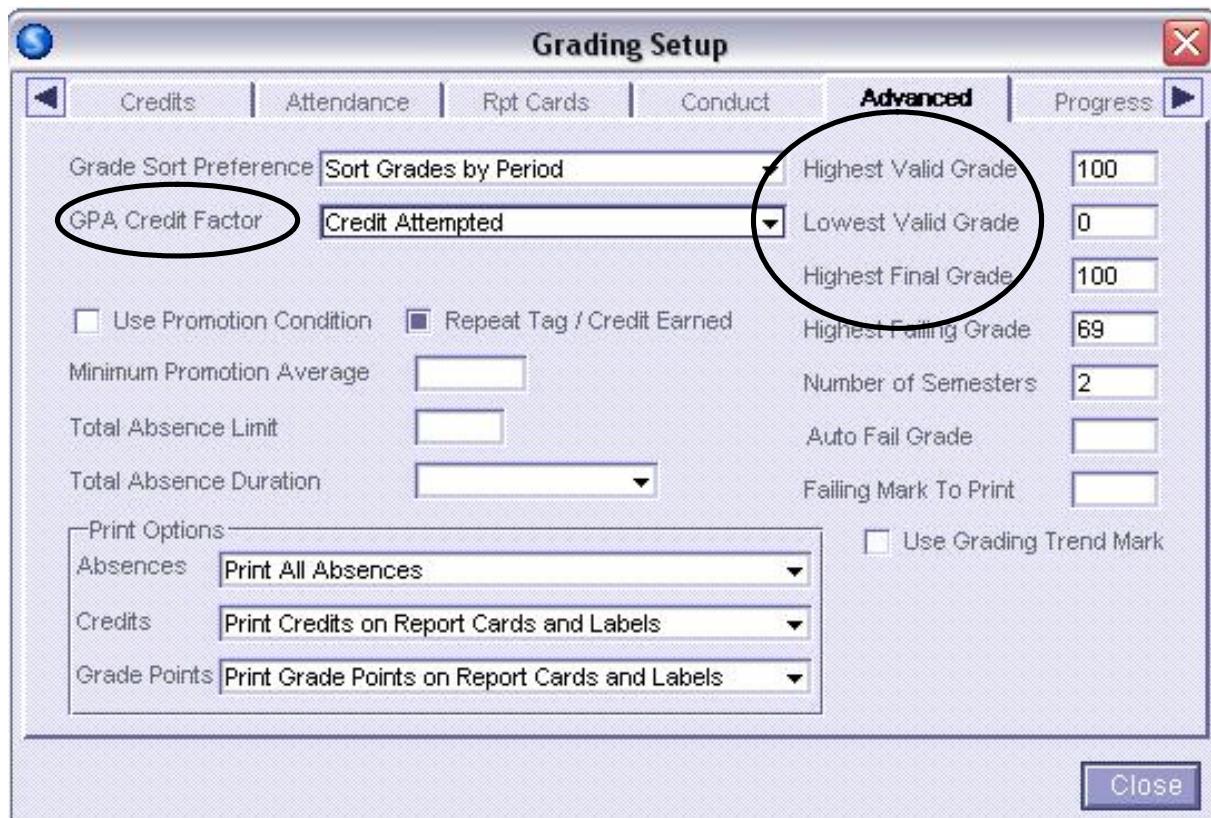## Grading Setup: Marks Tab

No changes from previous years.

Alpha/Num - select "N - Numeric Mark."

The fields that are not listed above should be set to meet your specific needs.

Grading Setup: Advanced Tab

No changes from previous years.

GPA Credit Factor – select "Credit Attempted."
Highest Valid Grade – set this to "100" (required field for InteGrade Pro).
Lowest Valid Grade – set this to "0" (required field for InteGrade Pro).
Highest Failing Grade – set this to "69" (required field for InteGrade Pro).

The fields that are not listed above should be set to meet your specific needs.

Grading Setup: Mark Definitions Atom

You must verify accuracy of the Mark Definitions atom in each instance of SASI at schools in your district. Multiple screen shots below show all possible numerical marks, 0 – 100 and the three letter marks: FA, WF, and WP.

Mark Definitions

Ln	Mark	Scanner Mark	Credit	Mark Cutoff	Mark Value	Auto Fail
1	0	0		0	0	
2	1	1		1	1	
3	10	10		10	10	
4	100	100	Yes	100	100	
5	11	11		11	11	
6	12	12		12	12	
7	13	13		13	13	
8	14	14		14	14	
9	15	15		15	15	
10	16	16		16	16	
11	17	17		17	17	
12	18	18		18	18	
13	19	19		19	19	
14	2	2		2	2	
15	20	20		20	20	
16	21	21		21	21	
17	22	22		22	22	
18	23	23		23	23	
19	24	24		24	24	
20	25	25		25	25	
21	26	26		26	26	
22	27	27		27	27	
23	28	28		28	28	
24	29	29		29	29	
25	3	3		3	3	
26	30	30		30	30	
27	31	31		31	31	
28	32	32		32	32	
29	33	33		33	33	
30	34	34		34	34	
31	35	35		35	35	
32	36	36		36	36	
33	37	37		37	37	
34	38	38		38	38	
35	39	39		39	39	
36	4	4		4	4	
37	40	40		40	40	
38	41	41		41	41	
39	42	42		42	42	
40	43	43		43	43	
41	44	44		44	44	
42	45	45		45	45	
43	46	46		46	46	
44	47	47		47	47	
45	48	48		48	48	
46	49	49		49	49	
47	5	5		5	5	

104 Grade Definitions in the list

Mark Definitions

Ln	Mark	Scanner Mark	Credit	Mark Cutoff	Mark Value	Auto Fail
46	49	49		49	49	
47	5	5		5	5	
48	50	50		50	50	
49	51	51		51	51	
50	52	52		52	52	
51	53	53		53	53	
52	54	54		54	54	
53	55	55		55	55	
54	56	56		56	56	
55	57	57		57	57	
56	58	58		58	58	
57	59	59		59	59	
58	6	6		6	6	
59	60	60		60	60	
60	61	61		61	61	
61	62	62		62	62	
62	63	63		63	63	
63	64	64		64	64	
64	65	65		65	65	
65	66	66		66	66	
66	67	67		67	67	
67	68	68		68	68	
68	69	69		69	69	
69	7	7		7	7	
70	70	70	Yes	70	70	
71	71	71	Yes	71	71	
72	72	72	Yes	72	72	
73	73	73	Yes	73	73	
74	74	74	Yes	74	74	
75	75	75	Yes	75	75	
76	76	76	Yes	76	76	
77	77	77	Yes	77	77	
78	78	78	Yes	78	78	
79	79	79	Yes	79	79	
80	8	8		8	8	
81	80	80	Yes	80	80	
82	81	81	Yes	81	81	
83	82	82	Yes	82	82	
84	83	83	Yes	83	83	
85	84	84	Yes	84	84	
86	85	85	Yes	85	85	
87	86	86	Yes	86	86	
88	87	87	Yes	87	87	
89	88	88	Yes	88	88	
90	89	89	Yes	89	89	
91	9	9		9	9	
92	90	90	Yes	90	90	

104 Grade Definitions in the list

88	87	87	Yes	87	87
89	88	88	Yes	88	88
90	89	89	Yes	89	89
91	9	9		9	9
92	90	90	Yes	90	90
93	91	91	Yes	91	91
94	92	92	Yes	92	92
95	93	93	Yes	93	93
96	94	94	Yes	94	94
97	95	95	Yes	95	95
98	96	96	Yes	96	96
99	97	97	Yes	97	97
10	98	98	Yes	98	98
10	99	99	Yes	99	99
10	FA	FA		61	61
10	WF	WF		61	61
10	WP	WP			

104 Grade Definitions in th... Upda... Sav...

Note the changes in revised UGP for numerical marks, FA and WF: 61

UGP Allowed Letter Grades:

FA—Failure due to excessive absences

WF—Withdrew failing

WP—Withdrew passing

A mark of "FA" must be defined in the Mark Definitions atom in order to assign this grade to a student who fails a course due to excessive absences. The FA will be converted to a mark of 61 for averaging final grades. Before grades are transferred to Course History, the final mark must be manually changed to an FA; the Grade Point value of the FA (61) will then be used for GPA calculations.

A mark of "WF" must be defined in the Mark Definitions atom in order to assign this grade to a student who withdraws from a course after a specified number of days, as explained in the UGP, section entitled "Withdrawing from A Course." The WF will be converted to a mark of 61 for averaging final grades. Before grades are transferred to Course History, the final mark must be manually changed to a WF. The Grade Point value of the WF (61) will then be used for GPA calculations.

A mark of "WP" must be defined in the Mark Definitions atom in order to assign this grade to a student who withdraws from a course after a specified number of days, as explained in the UGP. The WP will carry no units and no quality points are to be factored into the student's GPA.

Verify that FA, WF, and WP marks exist in the Mark Definitions atom.

Also verify that each mark is listed in the table for each Academic Code (AP, H, C, E, I) in the GPA Definitions atom with a Grade Point value of 0.0000 for FA and WF, and blank for WP. If these marks and values are missing in the GPA Definitions atom (TOT, ACA, GP3, and GP4), the marks will not be averaged into the final grade and the student's GPA will be inflated.

There are no provisions in the UGP for other letter grades.

EXAMPLE: In this screen shot, you see that the Advanced Placement academic tag includes the FA and WF marks with the appropriate Grade Point value of 0.0000. **NOTE UPDATE on 3-23-09:** WP can be set as blank so that a passing grade will not negatively impact the total GPA; however you should change it for all GPA IDs (1, 2, 3, 4) that you may use for your schools, especially for the SC UGP GPA and 4.0 GPA and for each ACA (A, C, D, E, H, I ,T, P).

If you do not set this blank, you can use the Repeat Tag "x" in the Course History atom that will also allow you to indicate that courses receiving a WP mark will not be averaged as a part of the student's GPA. (See Repeat Tag definitions later in this document.)
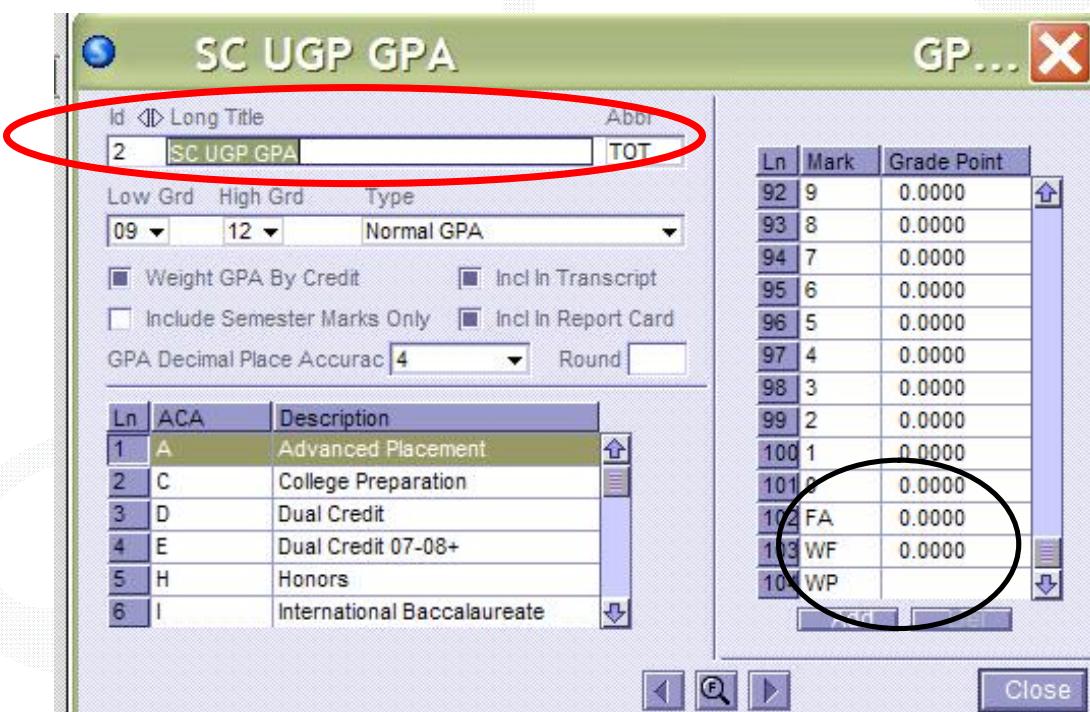
Grading Setup: GPA Definition -- SC UGP GPA *(formerly Total GPA)*

Changes in the SASI Setup for Dual Credit Courses: Historical Reference

Dual credit courses are those for which a student may earn both high school units of credit and college credit. (Refer to the Uniform Grading Policy and other documents pertaining to courses/codes such as the *South Carolina Department of Education Activity Coding System for SASI* for a full understanding of expectations on the part of districts/schools.) See State Board of Education Regulations 43-234, Defined Program, Grades 9-12, and Regulations 43-259, Graduation Requirements for further information regarding dual credit courses.

From the school year 2000-01 through 2005-06, students were allowed to receive one-half (.5) unit for each successfully completed dual credit course and to receive quality points (.5 above the CP weighting) for GPA calculations based on a GPA definition entitled "D" for Dual Credit according to the Grade Point Conversion Chart for those years.

For the school year 2006-07 in an amendment to R43-259, graduation requirements increased the high school units of credit for a three-semester-hour college course from one-half (.5) to one (1) unit of dual credit. The .5 weighting for a dual credit course remained for the GPA calculations based on a GPA definition entitled "D" for dual credit according to the current Grade Point Conversion Chart in place for 2000-2006.

For the school years 2007-08 and beyond, students will continue to receive one whole (1) unit for each successfully completed dual credit course; however, the weighting of dual credit courses has changed per the revised 2007 South Carolina Uniform Grading Policy. Effective in the 2007-08 school year, students are to receive a full quality point (1) above the CP weighting for dual credit courses that are applicable to baccalaureate degrees or to associate degrees offered by accredited institutions (page 55-03-01, South Carolina Uniform Grading Policy, January 13, 2007).

The Legislative Mandate clearly states that …"Increased quality points for dual credit courses and full credit for dual credit courses will not be figured into recalculations."

Beginning with the school year 2007-08, the SASI district-level system administrator or designee with appropriate rights, will need to
- Add new course codes for any courses that your district will consider as dual credit for your students in all schools housing grades 9-12.
- verify the academic tag for the dual credit courses is set to "E"
- Add one new academic tag to accommodate the change in quality points.

School Year	Course Code	Unit Credit	N/H Tag (Course atom)	ACA – Description (GPA Definition)	Weightings for Dual Credit Courses
Before 2006-07	ssssdd**DH**	.5	Dual Credit	D – Dual Credit for .5 Unit -- .5 Quality Point	100 – 5.3700 99 – 5.2500 98 – 5.1200, etc.
2006-07	ssssdd**DW**	1	Dual Credit	D – Dual Credit for 1 Unit -- .5 Quality Point	Same as above

2007-08 and beyond	ssssddEW	1	Dual Credit 07-08 +	E – Dual Credit for 1 Unit -- 1 Quality Point	100 – 5.875 99 – 5.750 98 – 5.625, etc.

2000-05 Course Code: *ssssddDH* – where *ssss* represents the four-digit subject code; *dd* represents the district/school's 5th and 6th digit; *D* represents Dual Credit and *H* represents Half (.5 unit of credit). The ACA tag of D does not change since the course code does not change.

2006-07 Course Code: *ssssddDW* - where *ssss* represents the four-digit subject code; *dd* represents the district/school's 5th and 6th digit; *D* represents Dual Credit and *W* represents Whole (1 unit of credit). The ACA tag of D does not change since the course code does not change.

2007-08 and beyond Course Code: *ssssddEW* – where *ssss* represents the four-digit subject code; *dd* represents the district/school's 5th and 6th digit; *E* represents the change in quality point from .5 to 1 and *W* represents Whole (1 unit of credit). You must change the ACA tag to indicate the use of a different Grade Point Conversion Chart for these courses and to provide accurate GPA calculations reflecting these changes for 2007-08 and years thereafter.

The changed codes will convey to future SASI users (guidance counselors, school-level administrators, data clerks, etc.) all the differences in credits and/or quality points for dual enrollment courses during these years.

Changes for Academic Tags and Descriptions

Ln	ACA	Description
1	A	Advanced Placement
2	C	College Preparation
3	D	Dual Credit
4	**E***	Dual Credit 07-08 +
5	H	Honors
6	I	International Baccalaureate
7	**P****	PreInternat Baccalaureate OLD
8	**T****	Tech Preparation OLD

*E is the code to use for Dual Credit courses bearing changes beginning in 2007-08.
**P and T academic tags are inappropriate to use beginning 2007-08; they remain in the table for course history reference.

The legislative mandate strictly specifies the 2000-2006 courses were not to be included in recalculation of GPA quality points; thus for 2007-08, you will need to add the new academic tag ("E" – Dual Credit 07-08+) and enter Marks and Grade Points the same as AP.

You will also need to edit SC UGP GPA Definition tables for all other academic tags based on the Grade Point Conversion Chart, UGP 07-08, page 55-03-2.

How to Add an Academic Tag to the ACA Table

From SASI Modules on your desktop, select Tables Definition → Table List Tab. Use the Add button to enter the Code and Description as shown below and then save:
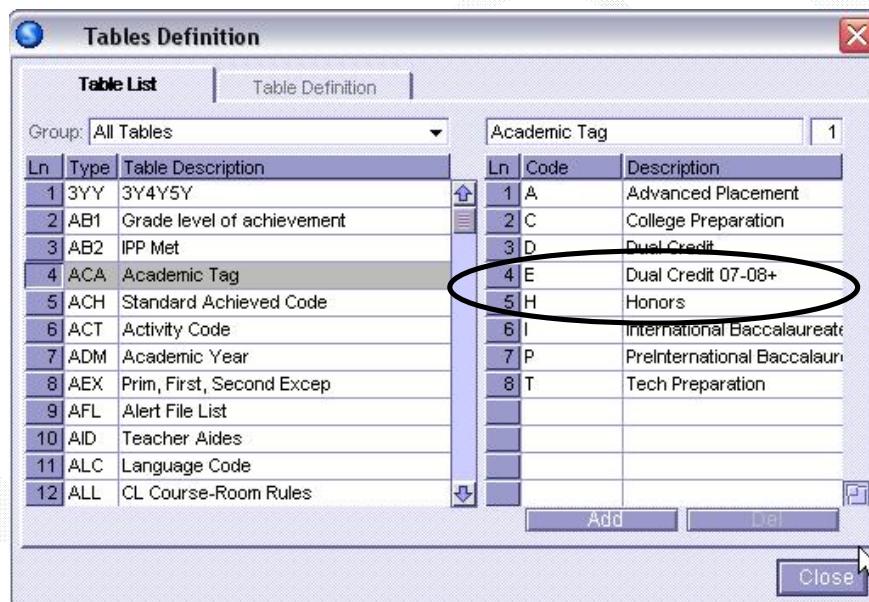
Adding the GPA Definition for ACA – Dual Credit Courses

1. From SASI Modules on your desktop, select SASI Modules → Grade Reporting → Grading Setup → GPA Definition atom.
2. You will see the additional ACA "E" tag listed in the GPA Definition atom; verify that all marks from 100 to 1 and the three letter marks, FA, WF and WP exist.
3. Also verify the accuracy of each corresponding Grade Point based on the Grade Point Conversion Chart in the UGP, 07-08 Revision.

Note: Set the "GPA Decimal Place Accurac" dropdown field to 4 on this form so there is no rounding at the 3rd decimal place when GPAs are calculated; additionally, ensure the Round field is blank.
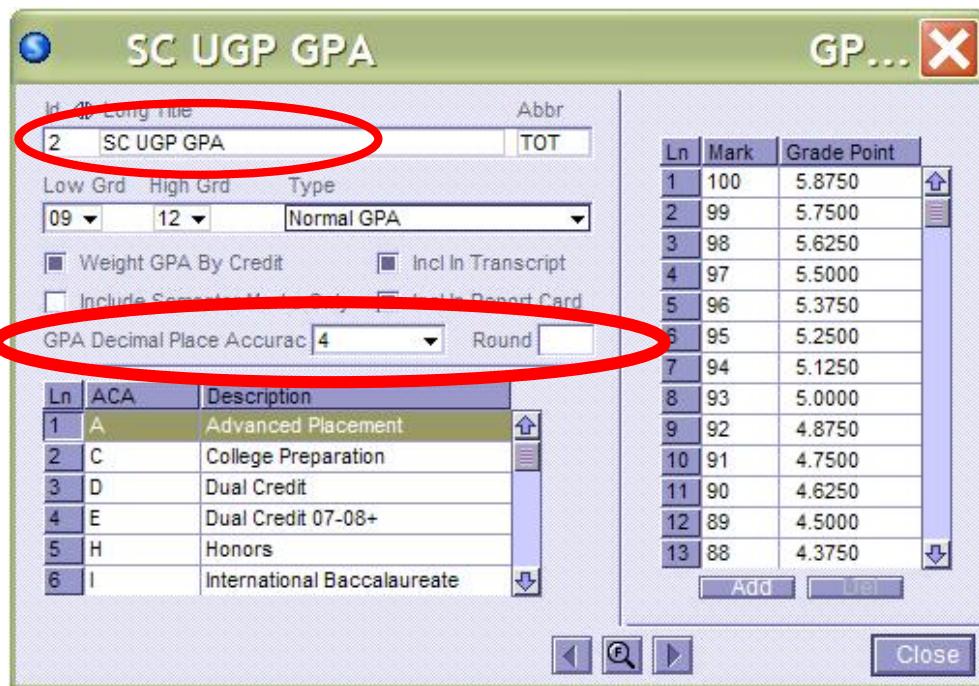
Editing the GPA Definition for Academic Tags (ACA) – College Prep Courses

From SASI Modules on your desktop, select SASI Modules → Grade Reporting → Grading Setup → GPA Definition atom. Click on the Ln 2 cell to view the table of values for College Preparation courses.

For each value in the Mark column, you will need to review/edit the corresponding Grade Point using the Grade Point Conversion Chart in the UGP, 07-08 Revision. Double left click in the Ln 1 -- Grade Point cell -- to edit 4.8700 to 4.8750 and click the Save button. You will need to edit all Grade Point cells for marks that need changing.
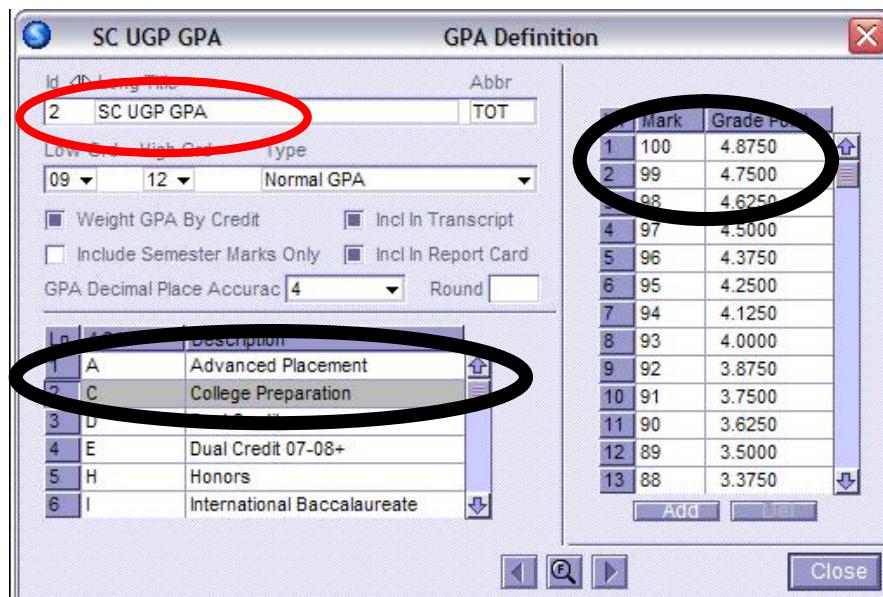
NOTE: Verify all academic tags for each Mark's corresponding Grade Point in the 2007-08 revised Grade Point Conversion Chart: A, C, D, H, I, T, and P. Note the changes for the D, T, and P grade points for the marks should match the conversion tables as follows:

- D -- Grade points used for "H."
- T -- Grade points used for "C."
- P -- Grade points used for "H."

Note AGAIN: Though both PreInternational Baccalaureate (P) and Tech Preparation (T) are listed in the ACA Descriptions for any students who may have taken such courses during 2000-2006, no courses should be coded using these tags beginning with school year 2007-08.

Verifying Your Setup for SC UGP GPA Definition

Note: You will need to make changes for Mark Rounding Setup

You will find the following two statements in the revised UGP:
1. "Recalculations will be limited to the three decimal place conversion factors specified in the South Carolina uniform grading policy's grade point conversion chart."
2. "Computations will not be rounded to a higher number."

We have discovered that SASI automatically rounds GPA computations and there are no settings at this time in SASI that allow compliance with this UGP requirement. However, you can set the GPA Decimal Place Accuracy field to "4." Even though the GPA calculation will show four decimal places on the transcript, the GPA will not round to the third place with this setting.

The consistency with which all schools follow the settings indicated for the Mark Rounding and GPA Decimal Place Accuracy fields will ensure that all high school student's GPA calculations are processed in the same way.

Settings you should verify for the SC UGP GPA, GPA Definition form are as follows:
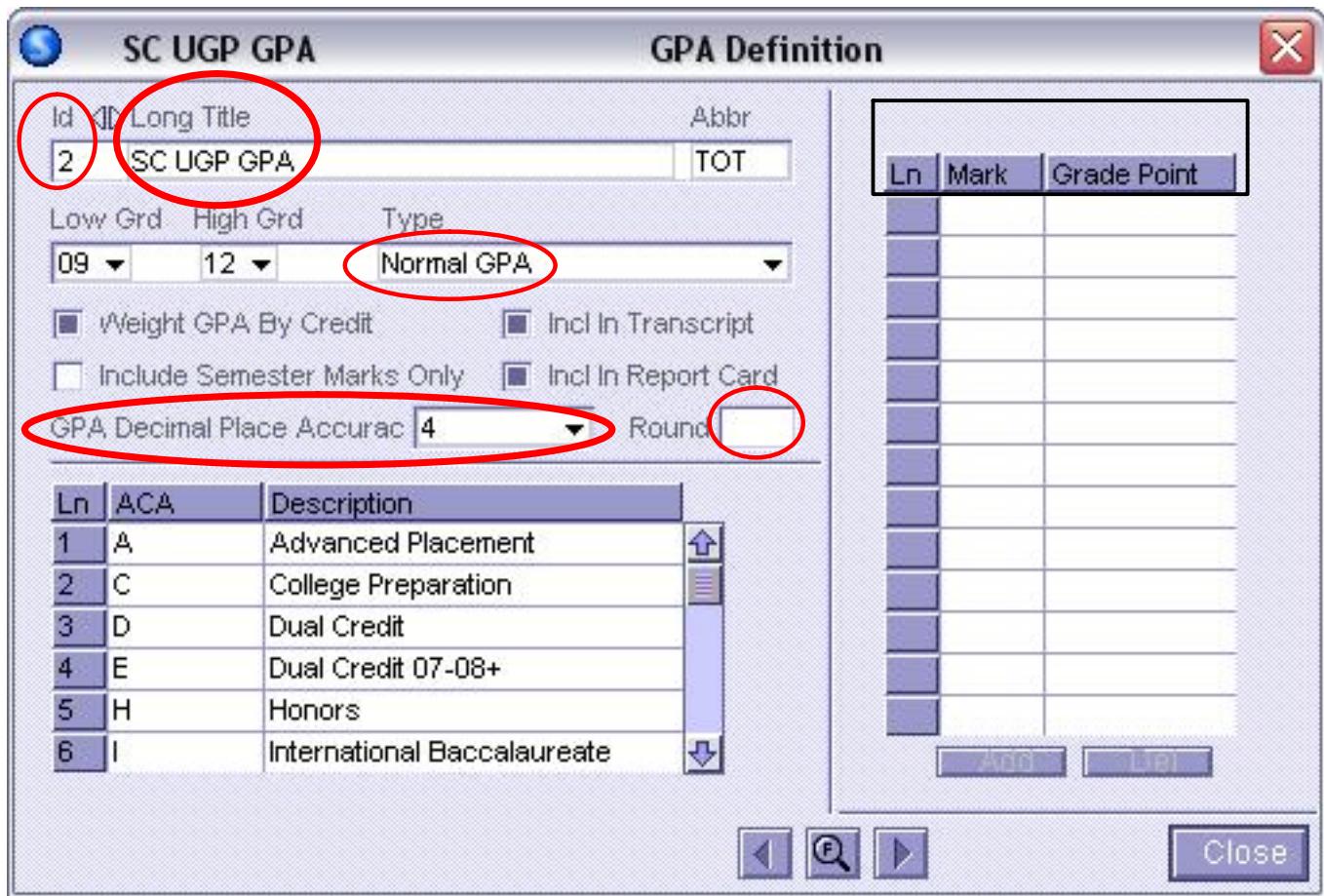
Id – scroll to Id number "2." (SASI, Version 9.1+, you can no longer edit the ID field; this ensures that GPA titles match the GPA and class rank shown on the Academic Summary tab of the Course History atom – see screen shot below.)
Long Title – the default should be changed to "**SC UGP GPA**."
Abbr – the default should be "TOT."
Type – select "Normal GPA."
Weight GPA By Credit – select this box to weight the GPA by the Credit Value of a course.
Incl In Transcript – select this box to include the GPA on the transcript.
Incl In Report Card – select this box to include the GPA on the report card – school choice.
GPA Decimal Place Accuracy – select "**4.**"
Round – the default should be blank after completing the Grading Setup -> Reporting Options, Options Tab as previously shown.

Verifying Your Setup for 4.0 GPA Scale

Your school will provide the 4.0 GPA calculations for students who are applying to colleges and universities that require this information. You will need to ensure that your setup meets the following standard:

GPA Definition Atom

4.0 GPA Definition – UnWeighted GPA (ACA = ID1)

Mark	Mark Range	Grade Point
A	100-93	4.0
B	92-85	3.0
C	84-78	2.0
D	77-70	1.0
F	0-69	0
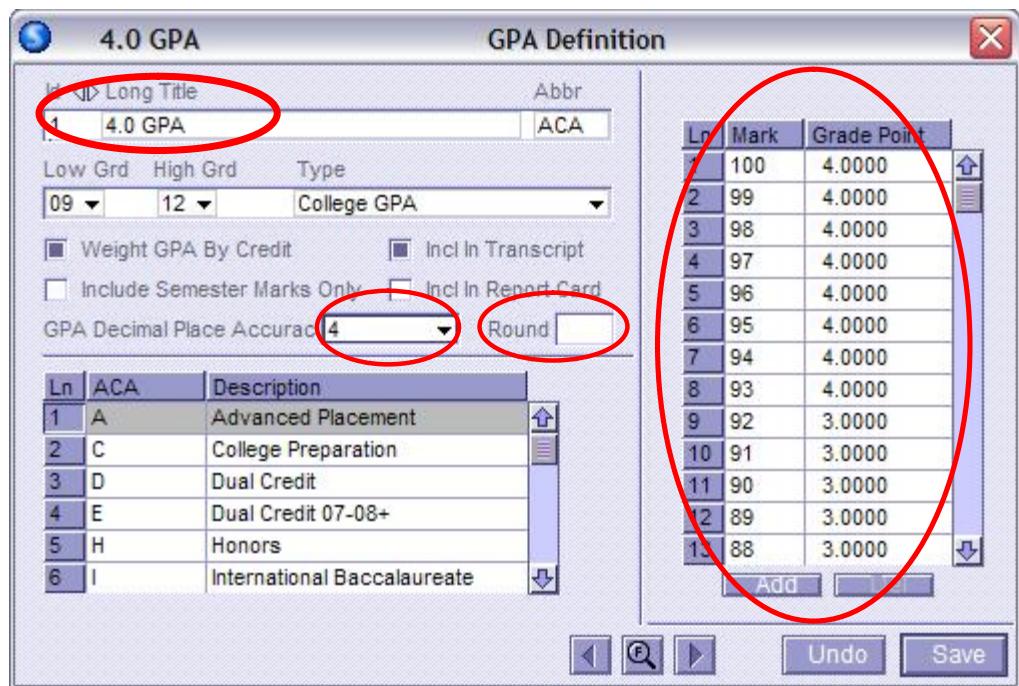
Grading Setup: Repeat Tag Definition Atom

Students may retake a course according to the Uniform Grading Policy. In order for the GPA and credits to be calculated correctly, Repeat Tags must exist as defined below. These tags will be used in the Course History atom. You may delete any pre-existing Repeat Tags not used by your district.
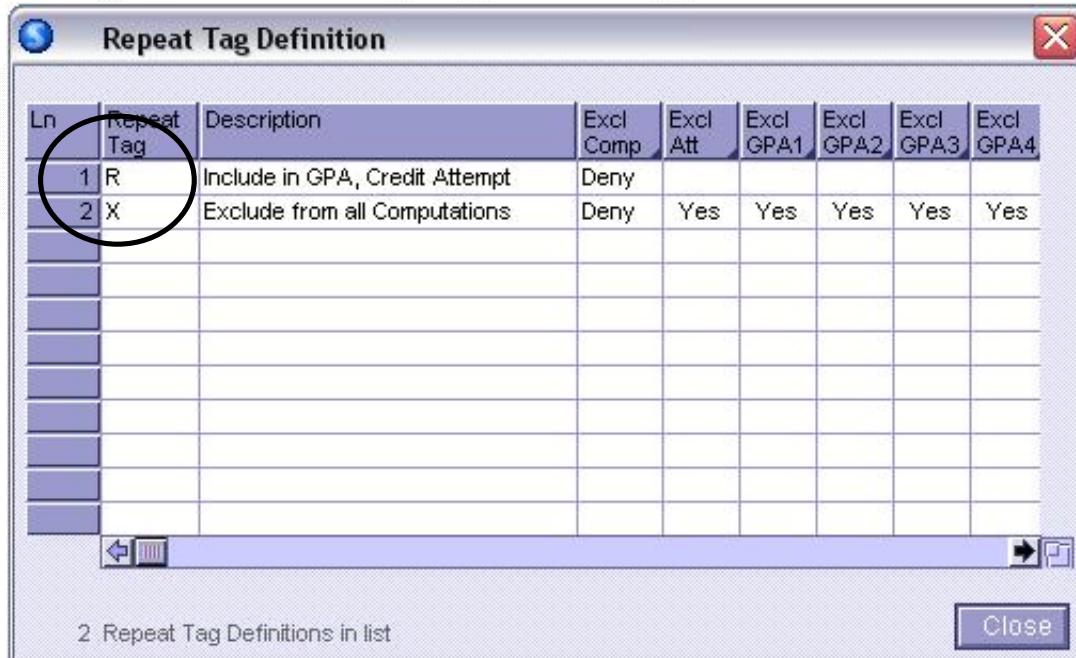
R – Indicates a course will be included in GPA calculations, but will not receive completion credits.

X -- Indicates a course will <u>not</u> be included in any GPA calculations, and will not receive completion credits.

Excl Comp   -- indicates whether the credits completed for a class should be excluded from credit calculations; Deny indicates mark will be excluded from calculations, Blank indicates mark will be included in calculations.

Excl Att – indicates whether the credits attempted for a repeated class should be excluded from credit calculations. Excluding credits attempted also excludes the grade for a class from.

Excl GPA1-GPA4 – indicates whether the grade earned for a repeated class should be excluded from calculations for a GPA type. "Yes" indicates you would exclude; "No" or blank indicates you would not exclude the mark from calculations. (GPA1 = ACA, GPA2 = TOT, GPA3 = GPA3).

NOTE: Remember to check the setting in this atom BEFORE you calculate GPA's, before you transfer course information to the Course History atom, and before you print transcripts.

Grading Setup: History Tab

Select the Update Current History option to update records in the Course History atom so that you will not duplicate existing records.
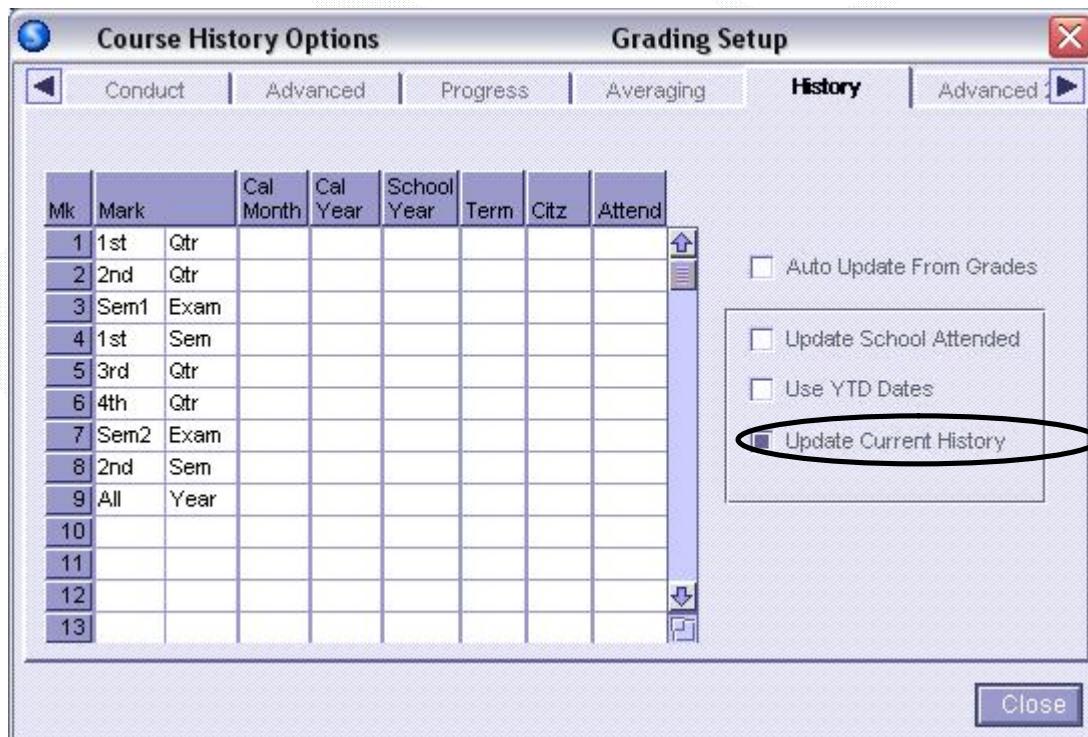
Other Atoms in SASI for Which You Will Verify Setup

Course Atom

You will want to verify the information in specific fields each year to ensure accuracy based on the current year's selection of courses at your school/district that students need to meet graduation/completion requirements.

Your initial SASI installation included all of the valid SDE Activity/Course Codes at the time of the state implementation of SASI. All courses were initially set to Inactive; however, you should activate courses as needed for each year's set of requests/offerings.

You, as the district or school SASI Coordinator, are responsible for working with your district-level curriculum leaders to determine which courses are to be set as active for the new school year. <u>You</u> will need to ensure that courses that will not be offered are set as inactive while courses for which students are scheduled are active.

Course codes you add must follow the guidelines of the *Activity Coding Manual* each year. Refer to the *SASI Basic Scheduling Training Guide* for instructions on adding or activating a course.

Course ID* – create new courses as necessary to follow any updates for course offerings for students in your district based on directives from SCDE.

Course Title – enter appropriate titles for courses you offer. SCDE initially provided the Short Course Title that you select for the Course Title field; however, based on the *2008-09 Activity Coding Manual,* districts may change the short or long titles; the short title is usually chosen to print on student report cards and transcripts.

Long Course Title - Districts may choose to change the course title based on the manual entitled: *South Carolina Department of Education Activity Coding System for SASI.*(See appendix for specific information.)

N/H – select the appropriate Non-Academic/Honors Tag for this course – reference the ACA Tag and Description Table in this document.

Credit – enter the appropriate Credit Value for this course.

Duplicates – set this field to "X- Yes" to allow for scheduling students into multiple sections of this course at the same time; students can earn separate grades for each of the sections of the same course. The default setting is blank meaning "no."

Change Note: The State ID 1 field in the Course atom is no longer used by SCDE for "old" Osiris codes.

The fields that are not listed above should be set to meet your specific needs.

Course History Atom

Course History Tab

The Course History atom contains records for each course a student has completed. Initially, information in the History file is gathered from three sources: the Course file, the Master Schedule file, and the Grade Reporting system. At the end of each semester, you can transfer grades from the Grade Reporting system to the History file using the Update Course History atom. You can then verify records as required without affecting the records in the Grade Reporting system. If additions, changes, or deletions are necessary, review the Course History User's Guide for directions.

From the Course History menu you can calculate cumulative GPAs for all/selected students. You can also:

- Print transcript labels from the Course History file
- Print student transcripts
- Report a student's progress toward graduation
- List graduation requirements for each grade level in your school.

GPA – this will be calculated based on the Marks and Credits Attempted, using the Grade Point value from the GPA Definition atom and the Credit Value from the Course atom.

Rpt Tag – if a course is repeated, as defined in the UGP, assign the Repeat Tag "R" to the course that is <u>not</u> to receive completion credit. This course will be included in the GPA calculation. If a course is taken for no credit, change the Credit Attempted and Credit Completed to 0.0000, and/or use the Repeat Tag "X" that excludes the course from all calculations.

NOTE: You should use the "X" Repeat Tag for courses that are transferred to the Course History atom with a Mark of "WP" so that the GPA will not be negatively impacted for those students who were passing a credit-bearing course prior to withdrawing from a school. The grade of WP will carry no Carnegie units and no quality points to be factored into the student's GPA according to the Uniform Grading Policy, 2007.

You can query your data to determine which student withdrew from a course with a WP; as a suggested DISPLAY query, selecting SHOW INACTIVE RECORDS, you may use the following:

        ASTU ACHS Status GR LN FN SchlYear Course crsTitle Mark
    RP IF Mark = "WP"

After backing up your DATAFILE and at your discretion, you may want to use a MASS CHANGE query to update your student record in Course History.

The "X" in the Rpt tag column indicates the three courses marked with WP in the Mark column will have no effect on a student's GPA.

RESULTING TRANSCRIPT

South Carolina Department of Education — Together, we can.

South Carolina eTranscript

Docufide

Student Name
Barbarino, Vinnie

Student ID 99000599637		Grade 12	Gender M
State ID 413133134	Date of Birth 11/09/88	Ethnic Code W	

Parent Guardian
Mr. & Mrs. Jones
111 Wisteria Lane
Columbia, SC 90210
803-111-1234

Transcript of Student Progress

Enter Date:	08/08/05
Leave Date:	xx/xx/xx
Class Of:	2007
Diploma Type:	Standard Diploma

School Name/Address
South Carolina High School
1429 Senate Street
Columbia, SC 90210
Tel: 555-555-5555

District Name/Address
Palmetto District
2008 Senate Street
Columbia, SC 29202
803-555-5555

Crs ID	Course Title	Mark	Credit
Grd 07	5/2004	Term 2	
411100CW C	Algebra (GR7)	90	1.000
Crd Att. 1.000	Cmp: 1.000	SC UGP GPA: .0000	
Grd 08	5/2005	Term 2	
365100CW	C Spanish 1 (GR8)	89	1.000
412100CW	C Geometry (GR8)	87	1.000
Crd Att. 2.000	Cmp: 2.000	SC UGP GPA: 0.0000	
Grd 09	5/2006	Term 1	
321100HW	H Physical Sci Hon	88	1.000
344100CW	C Physical Education	100	1.000
365200CW	C Spanish 2 CP	81	1.000
411200CW	C Algebra 2	86	1.000
301100HW	H English I Honors	87	1.000
336000HWPHSS Hum 1 Honors		88	1.000
353100cw	C Concert Band	91	1.000
372000HW	H T&G Dir Read & Res	93	1.000
Crd Att. 8.000	Cmp: 8.000	SC UGP GPA: 3.7813	
Grd 10	5/2007	Term 1	
334500CH	C Sociology	97	0.500
Crd Att. 0.500	Cmp: 5.00	SC UGP GPA: 4.5000	
Grd 10	5/2007	Term 1	
321100HW	H Physical Sci Hon	88	1.000
344100CW	C Physical Education	100	1.000
365200CW	C Spanish 2 CP	81	1.000
411200CW	C Algebra 2	86	1.000
301100HW	H English I Honors	87	1.000
336000HWPHSS Hum 1 Honors		88	1.000
353100CW	C Concert Band	91	1.000
372000HW	H T&G Dir Read & Res	93	1.000

Work in Progress

Crs ID	Course Title	Credit
323200HW	H Chemistry2 Pre-AP	1.000
324100HW	H Physics Pre-AP	1.000
413100HW	H Pre Cal Pre-AP	1.000
532400TW	Database Design	1.000
30740ZAW	A AP Eng Lang/Comp	1.000
327300AW	AP Chemistry	1.000
337200AW	A AP U.S.History	1.000
365300CW	C Spanish3 CP	1.000

GPA Summary

SC UGP GPA:	4.078
4.0 GPA:	**4.0789**

Credit Summary

Total Credit Attempted	32.50
Total Credit Earned:	32.50

Class Rank

2 of 118

Official Signature _____   Date: _____

Official Signature and or Seal Required for manually created transcript.

The SC UGP GPA and class rank apply to all courses carrying Carnegie Units. These
include units earned at middle and/or junior high levels.
Information on the South Carolina Uniform Grading policy can be found at:
http://ed.sc.gov/topics/curriculumstds/UGP.HTML

Excerpt from the Uniform Grading Policy pertaining to the new WP Mark and Student Withdrawing from a Course

"With the first day of enrollment in the course as the baseline, students who withdraw from a course within three days in a 45 day course, five days in a 90 day course, or ten days in a 180 day course will do so without penalty.

"Students who withdraw from a course after the specified time of three
days in a 45 day course, five days in a 90 day course, or ten days in a 180 day course shall be assigned a WF, and the F (as a 61) will be calculated in the student's overall grade point average. The three, five, and ten day limitations for withdrawing from a course without penalty does not apply to course or course level changes approved by the administration of a school. Withdrawal limitations for distance learning courses will be established by local districts.
"Students who drop out of school or are expelled after the allowed period for withdrawal but before the end of the grading period will be assigned grades in accordance with the following polices:
 The student will receive a WP if he or she was passing the course. The grade of WP will carry no Carnegie units and
no quality points to be factored into the student's GPA.
·The student will receive a WF if he or she was failing the course. The grade of WF will carry no Carnegie units but
will be factored into the student's GPA as a 61.
"If a student fails a course due to excessive absences, an FA will be recorded on his or her transcript. The grade of FA will carry no Carnegie units but will be factored into the student's GPA as a 61."

Diploma Type: Academic Summary Tab

The Academic Summary Screen displays a selected student's GPA and Credit Summary and provides the drop-down menu for Diploma Type. You cannot modify the data on this screen.

Diploma Type – select "Non-Diploma" if the student is not in a regular diploma program, or should be excluded from class rank calculations. Concurrently enrolled students should have this field set to "Non-Diploma" at the Concurrent school. (Use the query below.)

CHANGE ASTU DiplomaTyp="N" IF EligADA="C"

Include Inactive Records.

Diploma Type: Tables Definition Atom

To verify your Diploma Type in the Tables Definitions Atom, from your desktop select the SASI Modules globe → System Setup → Tables Definition → Table List Tab. Ensure that the following codes are accurately entered for the DPL table – Diploma Type:
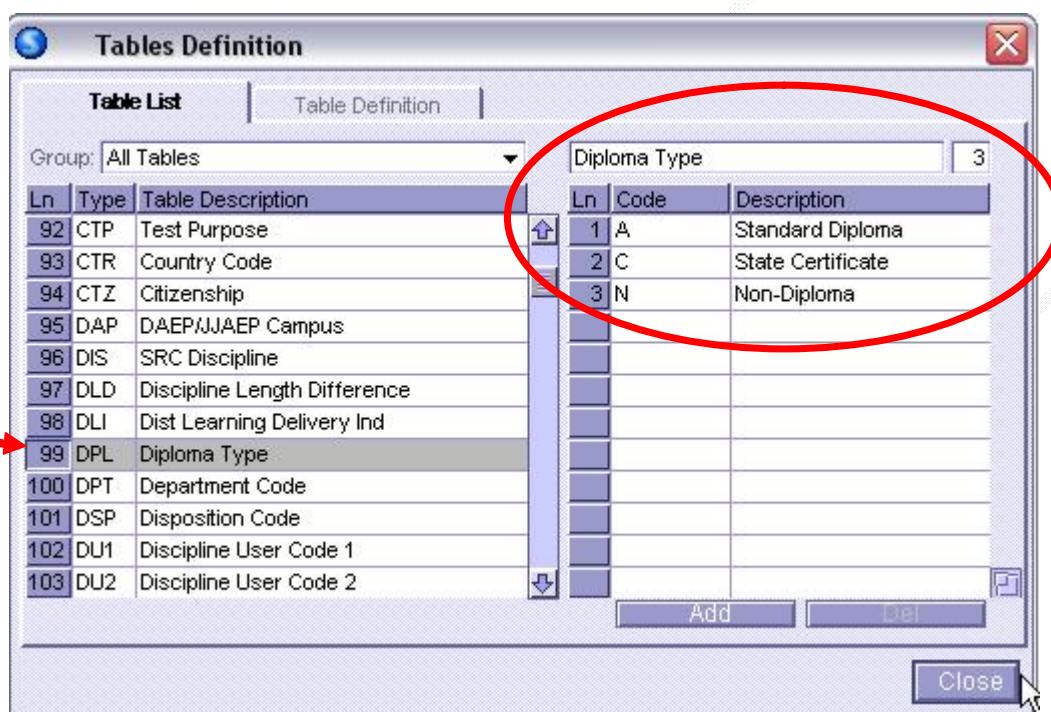
College Entrance Atom

Note: Most colleges require that SAT and ACT scores come directly from the source (companies providing the tests and scoring of tests) and will not accept scores manually entered or imported into the SASI atoms. **You should not include college test scores (SAT, ACT, etc) on your students' transcripts.**

However, you can maintain college entrance exam test scores through the College Entrance atom for internal purposes. You can enter up to four dates of SAT scores, ACT scores, and achievement test scores for English Composition, Math Level 1, and Math Level 2. You also can enter up to 35 dates of scores for other tests such as the SAT II Subject Level Test.

Class Rank

You must follow certain steps to ensure that the class rank is correctly calculated prior to printing your student transcripts:

- verifying that courses that have been retaken are properly tagged
- identifying Non-Diploma students who should be excluded from the class rank
- using queries to set the Diploma Type field in the Course History atom
- filtering out a select group of students which makes it easier to calculate class rankings.

Prior to calculating the class rank, any course that has been retaken should have the Repeat Tag set to indicate how the course will be treated in GPA calculations. Instructions on how to create and set the Repeat Tags can be found in the GPA Calculation section of this document, page 24. Refer to the UGP for information on retaking a course (page 55-03-8).

The class rank should exclude students who are not seeking a diploma. You will use the Diploma Type field on the Academic Summary page of the Course History atom for this purpose. This field should have at least three (3) choices – Standard Diploma, State Certificate, and Non-Diploma. If necessary, add these 3 values to the DPL table, using the instructions in the SASI Setup and Administration Training Guide (see screen shot on page 25). To populate this field quickly, use the following query to assign the Standard Diploma type to all students. Then change the Diploma Type field for each individual Non-Diploma and State Certificate student.

CHANGE ASTU DiplomaTyp="A"

Include Inactive Records

In the Update Course History atom, select the Calculate GPA process, and then select the options to Calculate Cumulative GPAs and Clear Class Rankings for Students.
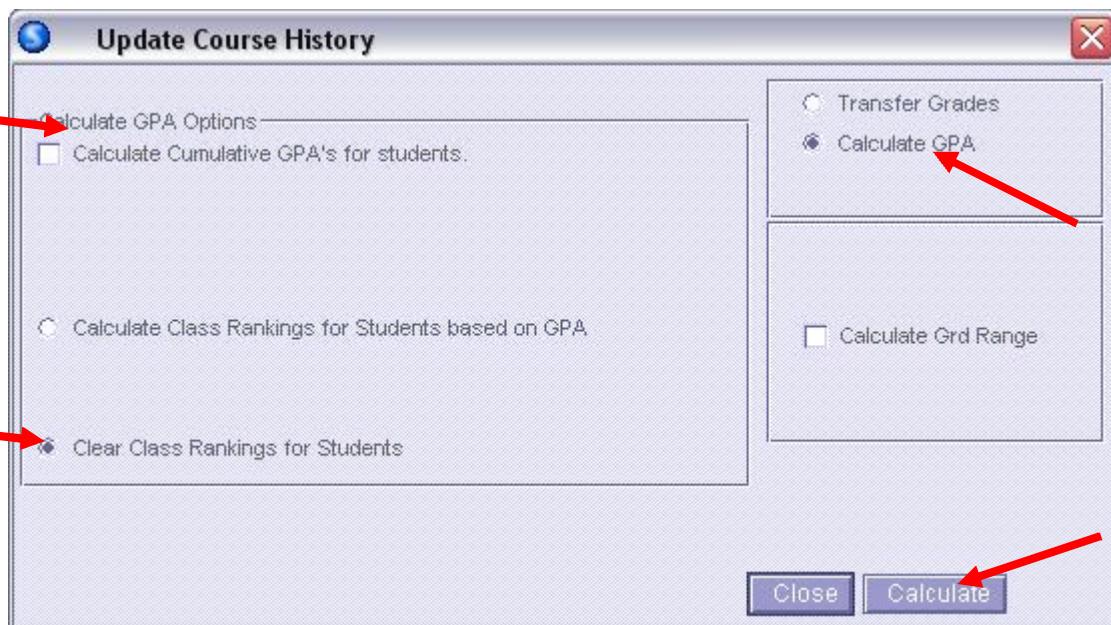
Click the 'Calculate' button to calculate the GPA and clear the class rank, and then apply the following SKIP filter to exclude the Non-Diploma students from the class rank.

SKIP ASTU IF DiplomaTyp <> "A"

Run the Calculate GPA process again, selecting the option to Calculate Class Rankings for Active Students. On the Academic Summary page of the Course History atom, the Non-Diploma students will have a GPA, but their class ranks will be 0.
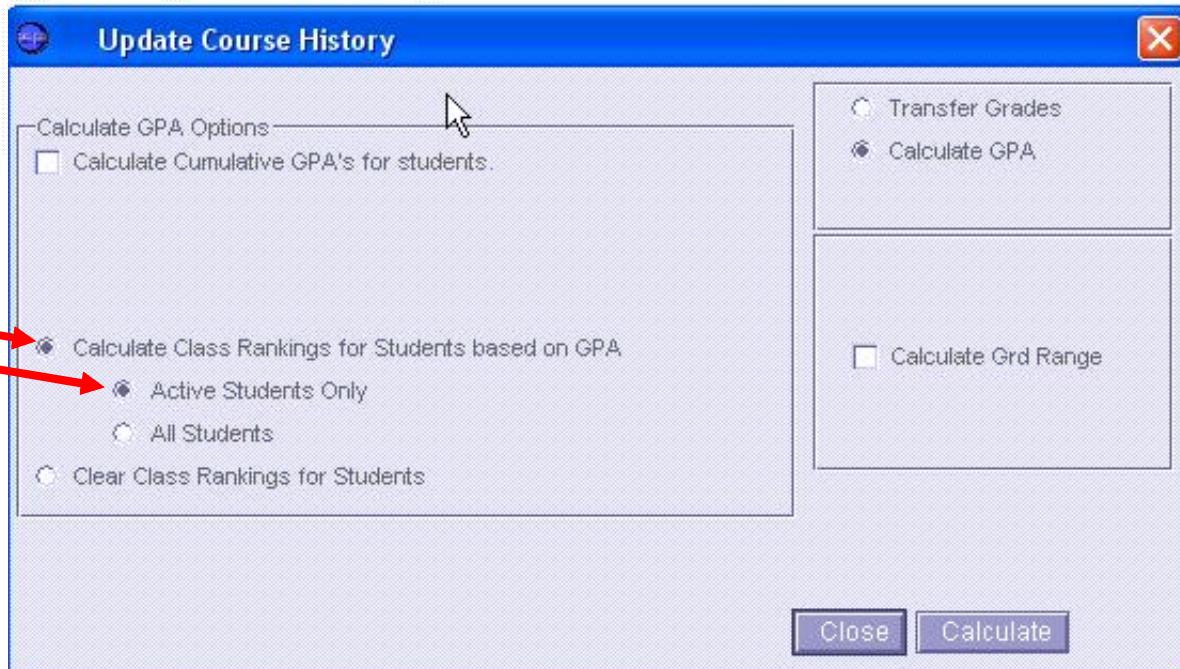
The following queries and filters may be useful for working with select groups of students. Class Rank 2 is the rank for SC UGP GPA. Before applying the filters, you must update Course History, calculating GPA and class rank. Clrnk is a variable used only within these queries. ClassSize is the total number of students in the class. ClassSize*6/100 will calculate the number of students who are in the top 6% of the class.

You can run this query to identify the seniors who rank in the top 6%:

DISPLAY ASTU ID LN FN CummGPA2 ClassRank2 ClassSize {clrnk=(ClassSize*6/100)} if clrnk >= ClassRank2 and gr='12' sort ClassRank2

This filter will keep only the seniors who rank in the top 6%:

KEEP ASTU AENR {clrnk=(ClassSize*6/100)} if clrnk >= ClassRank2 and gr='12'

This filter will keep only the seniors who rank in the top 30%:

KEEP ASTU AENR {clrnk= (ClassSize*30/100)} if clrnk >= ClassRank2 and gr='12'

Transcripts

Transcript Definition: Header/Footer Options

There are specific settings you will need to verify before printing transcripts that contain information required by the UGP. Of the four transcript styles available in SASI, the specific transcript layout "Style 3" includes fields not available on other transcript layouts. Note the fields that you need to include for the UGP official transcript, as well as the text to enter in some of those fields:
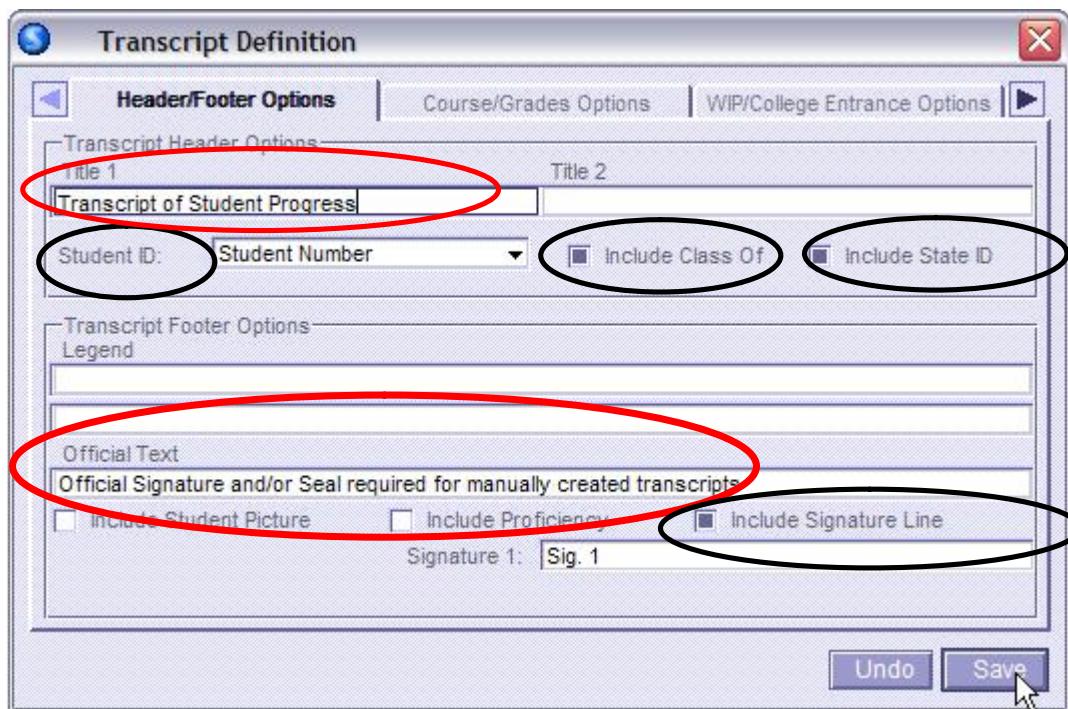
Title 1 – The default title is "Transcript of Student Progress." You can type up to 30 characters. Note that the text you type in the First Title field of the report interface for the Transcripts report (CHS12) overrides this text.

Title 2 – Recommended text is in the example above—nothing is needed.

Student ID – Use the Student Number.

Include Class Of – Select this box to include the graduating year.

Include State ID – Select this box to include the State ID.

Official Text – For transcripts that will be printed as hard copies, enter text that describes identification of an official transcript: **Official Signature and/or Seal required for manually created transcripts.** Each district must determine the method for indicating that a transcript is official, either by a signature line, stamp, seal or some other designation. For transcripts that will be electronically produced, leave this field blank.

Include Signature Line – Select this box to make Signature 1 & 2 available, if desired. For transcripts that will be printed as hard copies, select this box; for electronic transcripts, DO NOT select this box.

Transcript Definition: Course/Grades Options

Use this screen to select options for the Course History, the GPA Summary, and the Credit Summary sections of student transcripts.
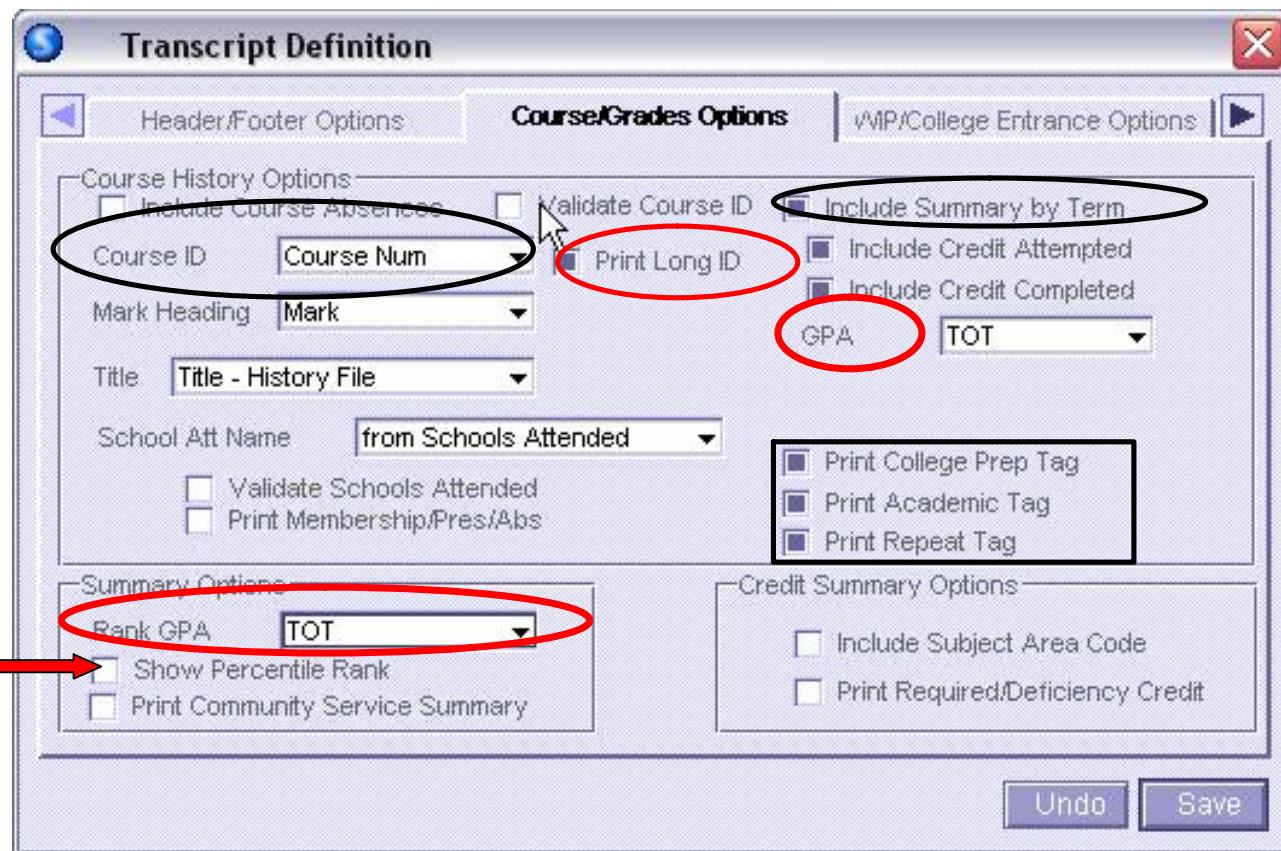
Course ID – Select "Course Num."

Include Summary by Term – Select this box and the two Credit boxes to print a Credit and GPA summary following each term.

Print Long ID – Allows you to choose the Long Title instead of the Short Title based on your district's decision.

GPA – Select "TOT."

Print College Prep Tag – Select this box to print any existing College Prep tag from the Course atom.

Print Academic Tag – Select this box to print the N/H tag from the Course atom.

Print Repeat Tag – Select this box to print any existing Repeat tag from the Course History atom.

Rank GPA – Select "TOT."

Show Percentile Rank – **<u>Do not select</u>** this box for official transcripts or class rank will not print.

The fields that are not listed above should be set to meet your specific needs.

Transcript Definition: Work In Progress(WIP)/College Entrance Options

Use this screen to select print course ID and college prep/academic tags to appear on transcripts, indicating to include a work-in-progress section. When selecting the Work in Progress Schedule, choose "For Term" and indicate quarter that you wanted included on the transcripts. All college-entrance data including test options are to be requested from the appropriate testing service
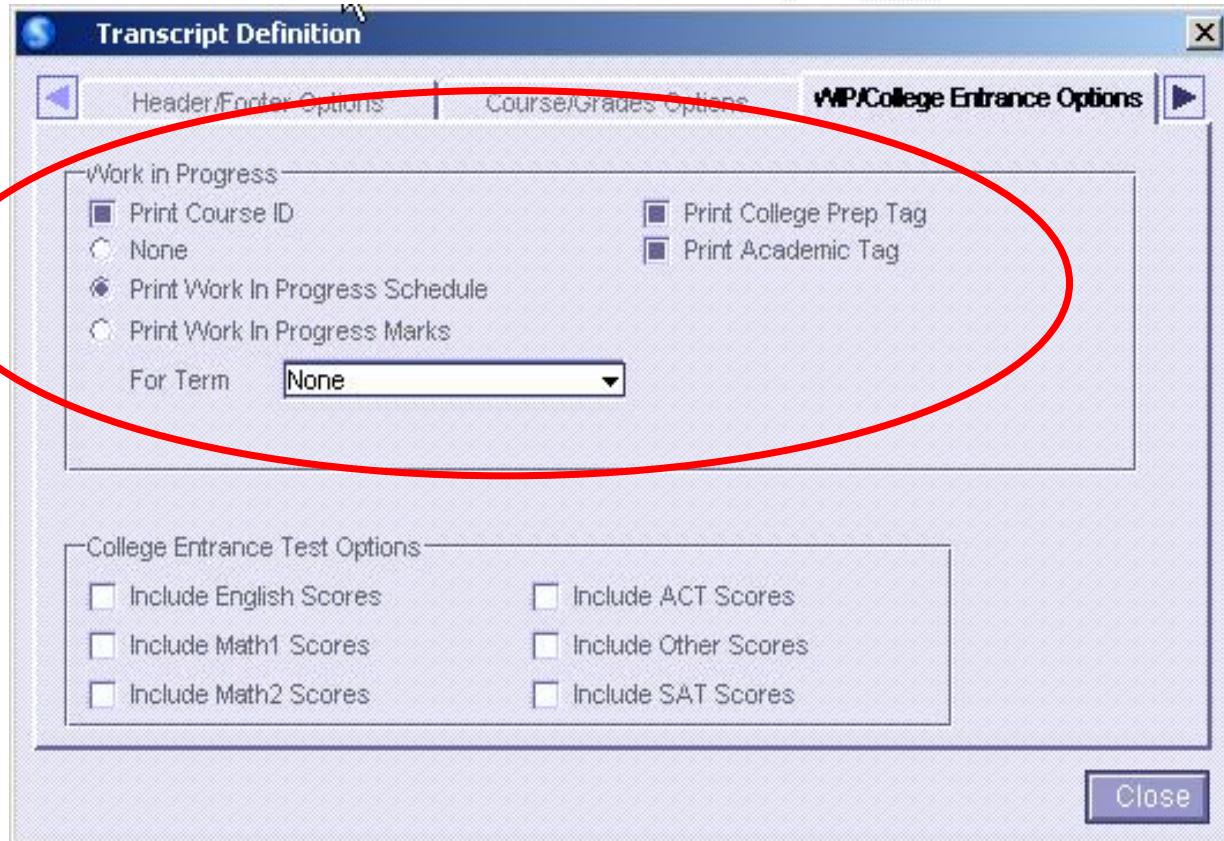
Note: SAT and ACT scores are to come directly from the source (companies providing the tests and scoring of tests). You may import these scores into your SIS for use by your schools; however, **you should not include college test scores (SAT, ACT, etc) on your students' transcripts.**

Transcript Definition: Style Options

These are the SASI styles of transcripts available: Standard, Style 2, Style 3, and Style 3. As noted on page 25, you will use Style 3 for the underline official transcript for your students.
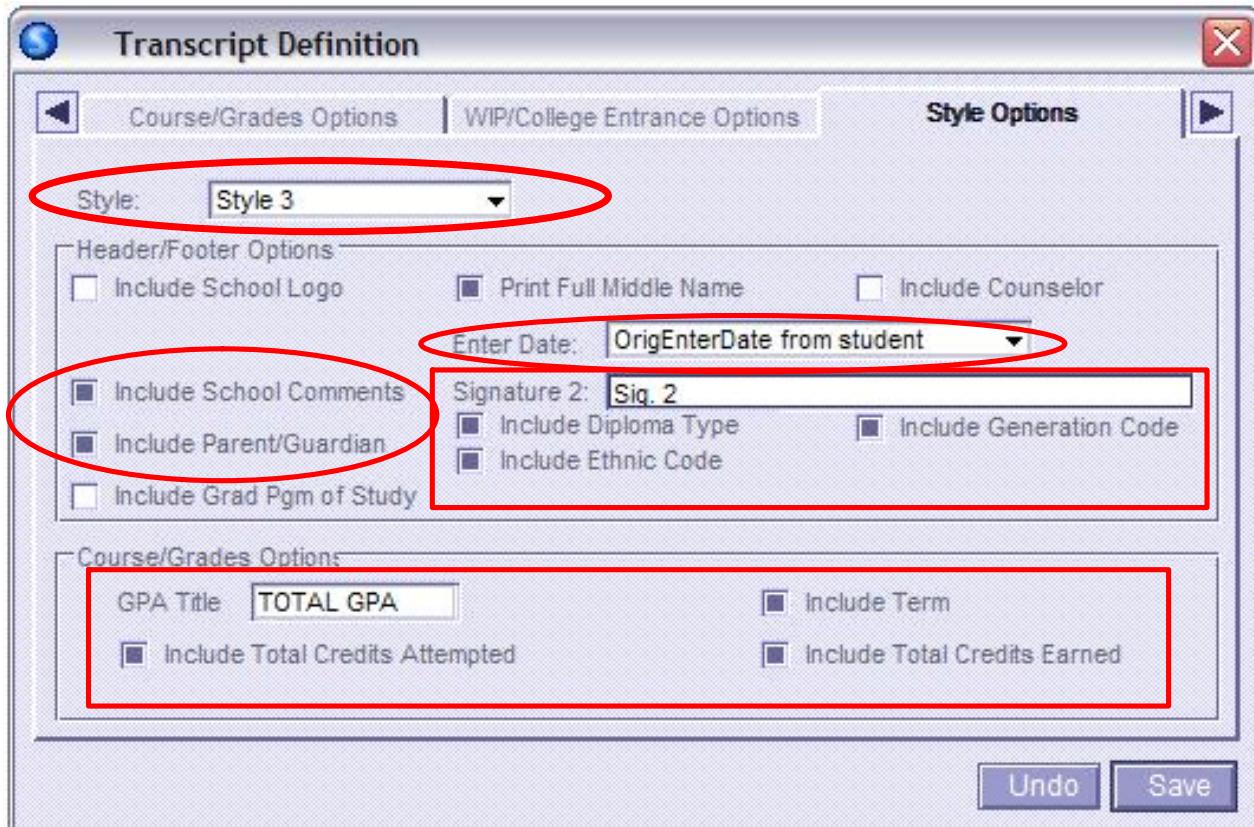
Style – Select "Style 3."

Enter Date – Select "OrigEnterDate from student" to print the original date the student enrolled in the school within a district. The OrigEntDate field is located on page 1, Student Atom and is populated the first time a student enrolled at the current school. This date differs from date in the Enter Date field if the student has enrolled at your school more than once. Data for this field is entered automatically from the Enrollment atom, but you must verify the content in case it was changed improperly.

Include School Comments – Select this box to print "Information on the South Carolina Uniform Grading policy can be found at:

http://ed.sc.gov/topics/curriculumstds/UGP.HTML

This information prints in the footer of the transcript.

Include Parent/Guardian – Select this box to print the Parent/Guardian information from the Student atom.

Include Diploma Type – Select this box to print the Diploma type from the Academic Summary page of the Course History atom.

Include Ethnic Code – Select this box to print the Ethnic code. You may de-select it if there are student/parental objections.

Include Addendum Comments – You will not print these comments; this tab is not available in Style 3. In the past you selected this box to print the UGP Conversion Table that was entered on the last page of the Transcript Definition when printing a hard copy of the transcript: Information on the South Carolina Uniform Grading policy can be found at**:**

http://ed.sc.gov/topics/curriculumstds/UGP.HTML

Include Generation Code – Select this box to print the student's generation code.

GPA Title – Enter "SC UGP GPA" which will print at the end of each term.

Include Term – Select this box to print the "Term:" heading at the beginning of each term.

Include Total Credits Attempted – Select this box to print the credits attempted for each term.

Include Total Credits Earned – Select this box to print the credits earned for each term.

Transcript Definition: School Comments

This screen appears when you select the Include School Comments for Style 3 - transcripts. You can type school comments that you want to include on all student report cards and/or transcripts. This information prints in the footer of the transcript. A suggested comment, "The SC UGP GPA and class rank apply to all courses carrying Carnegie Units. These include units earned at middle and/or junior high levels. Information on the South Carolina Uniform Grading policy can be found at: http://ed.sc.gov/topics/curriculumstds/UGP.HTML."
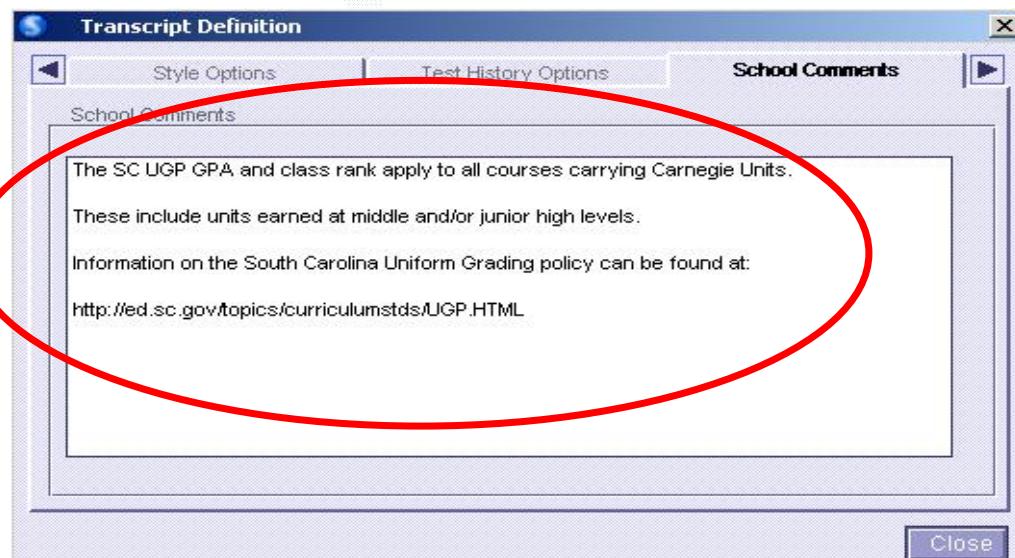
Transcript Definition: Addendum Comments

You will no longer need to provide this information since the table can be viewed at this site: http://ed.sc.gov/topics/curriculumstds/UGP.HTML.

Printing Transcripts for College Entrance Applications

High school transcripts are the students' official records of all courses taken and marks received. You can print them for individual students, for a grade level, or for the entire student body at your school. You will find the transcript report listed in the Course History atom (Grade Reporting → Course History Folder → Course History Atom → Course History File Command -> Transcripts (CHS12) :
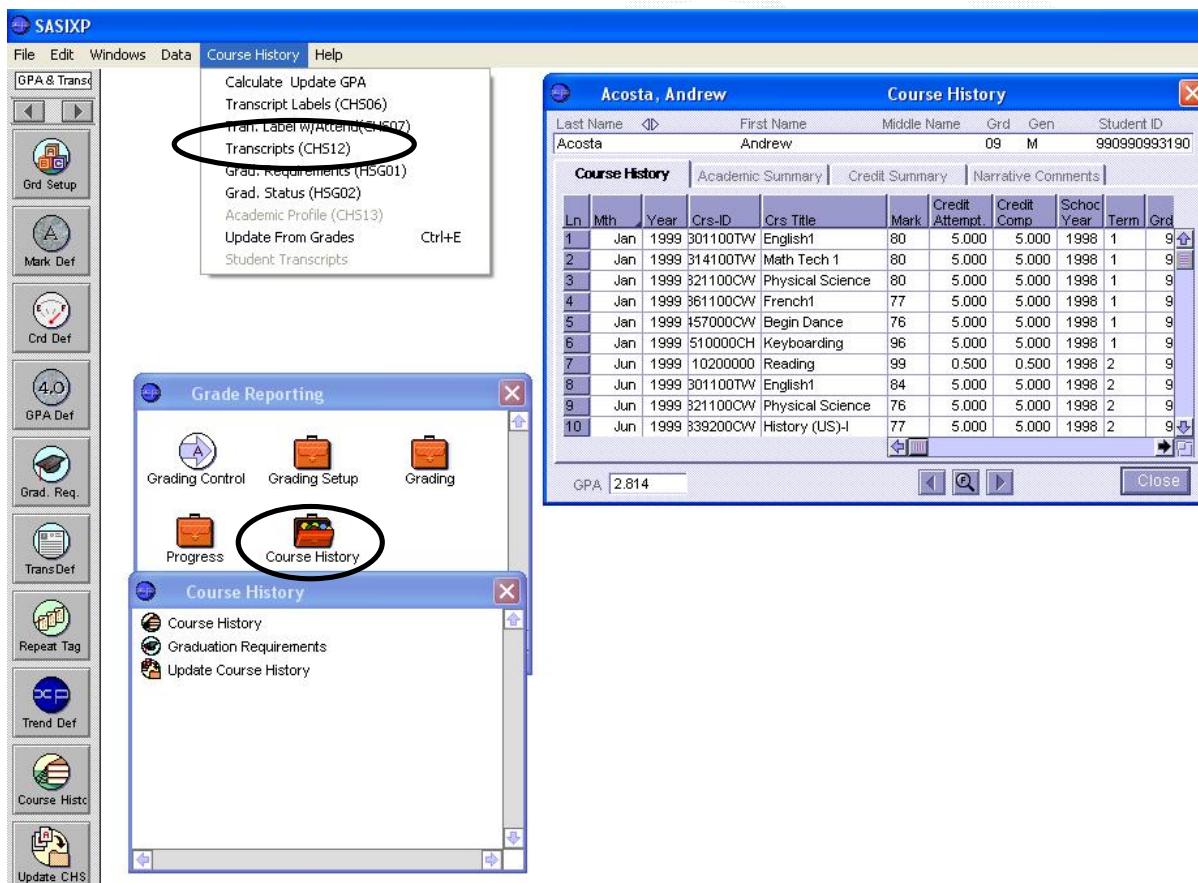
Use your *SASI Course History User's Guide* and SASI Help for directions on how to print transcripts and labels as needed for your students.

Example of Official Student Transcript for College Applications

South Carolina Department of Education — Together, we can.

South Carolina e·transcript

Docufide™

Transcript of Student Progress

Student Name [1]	
Barbarino, Vinnie	

Student ID 99000599637	**Grade** 12	**Gender** M
State ID: 413133134	**Date of Birth** 11/09/88	**Ethnic Code** W

Parent Guardian
Mr. & Mrs. Jones
111 Wisteria Lane
Columbia, SC 90210
803-111-1234

Enter Date: 08/08/05 [2]
Leave Date: xx/xx/xx
Class Of: 2007
Diploma Type: Standard Diploma

School Name/Address [3]
South Carolina High School
1429 Senate Street
Columbia, SC 90210
Tel: 555-555-5555

District Name/Address
Palmetto District
2008 Senate Street
Columbia, SC 29202
803-555-5555

Crs ID	Course Title	Mark	Credit

[4]

Grd 07   5/2004   Term 2
411100CW C   Algebra (GR7)   90   1.000
Crd Att.   1.000   Cmp: 1.000   SC UGP GPA: .0000

Grd 08   5/2005   Term 2
365100CW   C Spanish 1 (GR8)   89   1.000
412100CW   C Geometry (GR8)   87   1.000
Crd Att.   2.000   Cmp: 2.000   SC UGP GPA: 0.0000

Grd 09   5/2006   Term 1
321100HW   H Physical Sci Hon   88   1.000
344100CW   C Physical Education   100   1.000
365200CW   C Spanish 2 CP   81   1.000
411200CW   C Algebra 2   86   1.000
301100HW   H English I Honors   87   1.000
336000HWPHSS Hum 1 Honors   88   1.000
353100cw   C Concert Band   91   1.000
372000HW   H T&G Dir Read & Res   93   1.000
Crd Att.   8.000   Cmp: 8.000   SC UGP GPA: 3.7813

Grd 10   5/2007   Term 1
334500CH   C Sociology   97   0.500
Crd Att.   0.500   Cmp: 5.00   SC UGP GPA: 4.5000

Grd 10   5/2007   Term 1
321100HW   H Physical Sci Hon   88   1.000
344100CW   C Physical Education   100   1.000
365200CW   C Spanish 2 CP   81   1.000
411200CW   C Algebra 2   86   1.000
301100HW   H English I Honors   87   1.000
336000HWPHSS Hum 1 Honors   88   1.000
353100CW   C Concert Band   91   1.000
372000HW   H T&G Dir Read & Res   93   1.000

Work in Progress [5]

Crs ID	Course Title	Credit
323200HW	H Chemistry2 Pre-AP	1.000
324100HW	H Physics Pre-AP	1.000
413100HW	H Pre Cal Pre-AP	1.000
532400TW	Database Design	1.000
30740ZAW	A AP Eng Lang/Comp	1.000
327300AW	AP Chemistry	1.000
337200AW	A AP U. S. History	1.000
365300CW	C Spanish3 CP	1.000

GPA Summary [6]

SC UGP GPA: 4.078

4.0 GPA: 3.506

Credit Summary [7]

Total Credit Attempted   32.50
Total Credit Earned: 32.50

Class Rank [8]

2 of 118

[9]

Official Signature _____   Date:_____

Official Signature and or Seal Required for manually created transcript.   [10]

Information n the South Carolina Uniform Grading policy can be found at: [11]

http://ed.sc.gov/topics/curriculumstds/UGP.HTML

APPENDIX, Part A: Printing Transcripts for SC Scholarships (Palmetto Fellowes, LIFE and HOPE)

Only students who are classified as seniors are eligible to apply for the Palmetto Fellows Scholarship

There are two deadlines for submitting application information to the Commission on Higher Education: usually mid-December and mid-June of the student's senior year.

The SC Commission on Higher Education (CHE) determines the exact due dates each year. You can find information about the Palmetto Fellows Scholarship and contacts at the [CHE Web site](#).

Be sure to change settings to the SC UGP standards before printing any transcripts for scholarship purposes.

APPENDIX, Part A: Printing Transcripts for Scholarships: LIFE Scholarships
Information about the Legislative Incentive for Future Excellence (LIFE) Scholarship is available on the [CHE Web site](#).

Students do not apply for the LIFE Scholarship; the college or university s/he attends will automatically determine eligibility and will notify the student.

APPENDIX, Part B: References to URLs

- State Board of Education, Synopsis Agenda/Executive Summary, January 9, 2007:
  http://ed.sc.gov/agency/stateboard/agendas/archived/2007/jan/5503.doc

- Uniform Grading Policy, High School Redesign Web Page:
  http://ed.sc.gov/topics/curriculumstds/UGP.HTML

- Pearson School Services Web site:
  https://powersource.pearsonschoolsystems.com/

- *South Carolina Department of Education Activity Coding System for SASI (this manual is updated each year – note the specific year for your correct reference):*
  http://www.ed.sc.gov/agency/offices/tech/dts/TechDocs.html

- State Board of Education Regulations 43-234, Defined Program, Grades 9-12,: http://ed.sc.gov/agency/stateboard/regs/

- Regulations 43-259, Graduation Requirements: http://ed.sc.gov/agency/stateboard/regs/article_19/259.doc

- South Carolina Scholarship Contacts at SDE: http://www.ed.sc.gov/topics/scholarships/

- Palmetto Fellows Scholarship Contacts at CHE: http://www.che.sc.gov/New_Web/GoingToCollege/PF_Hm.htm

- LIFE Scholarship Contacts at CHE: http://www.che.sc.gov/New_Web/GoingToCollege/LIFE_Hm.htm

- HOPE Scholarship Contacts at CHE: http://www.che.sc.gov/New_Web/GoingToCollege/HOPE_Hm.htm

Disclaimer: Each Web address listed in this document is subject to change from year to year as updated information is provided by various offices within SDE and/or other governmental entities. The links above are correct at the time this document is posted.

Background: Uniform Grading Policy Implemented 2000-01

The Code of Laws of South Carolina, 1976, was amended by adding Section 59-5-6 to establish a procedure whereby the State Board of Education adopted and the school districts used a uniform grading system beginning in the school year 2000–01.

Section 59-5-68 reads as follows:

The General Assembly finds that given the fact the State provides substantial financial academic assistance to students of the State based on cumulative grade point averages and districts currently use a variety of grading scales, it is in the best interest of the students of South Carolina for a uniform grading scale to be developed and adopted by the State Board of Education to be implemented in all public schools of the State. Therefore, the State Board of Education is directed to establish a task force comprised of superintendents, principals, teachers, and representatives of school boards and higher education no later than June 30, 1999. The task force shall make recommendations to the board including, but not limited to, the following: consistent numerical breaks for letter grades; consideration of standards to define an honors course; appropriate weighting of courses; and determination of courses and weightings to be used in the calculation of class rank. The task force shall report its findings to the State Board of Education no later than December 1, 1999. The State Board of Education shall

then adopt and school districts of the State shall begin using the adopted grading scale no later than the 2000-2001 school year.

Update: Uniform Grading Policy Revised 2007-08

The revised uniform grading scale and the system for calculating grade point averages (GPA's) and class rank became effective for all students during in the 2007-08 school year. Note the following revisions to the policy approved by the State Board of Education, January 2007:

- Recalculations will be limited to the use of the three-decimal-place conversion factors specified in the SC Uniform Grading Policy's grade point conversion chart, page 55-03-1.
- Dual credit courses have the same weighting as advanced placement and international baccalaureate courses.
- Increased quality points for dual credit courses and full credit for dual credit courses will not be figured into recalculations, page 55-03-1.
- College orientation courses offered by postsecondary institutions carry CP weighting and do not receive honors or dual credit quality points, page 55-03-4.
- Computations will not be rounded to a higher number, page 55-03-5.

Appendix, Part C: SC UGP Transcript Template SASI Validation Fields

Field #	UGP Transcript Field	SASI Validation Field	Comments
	Student Last Name	Student Atom:Page 1	
	Student First Name		
	Student ID		
	Grade		
	Gender		
	State ID	Student Atom:Page 3	
	Date of Birth	Student Atom:Page 1	
1	Ethnic code		
	Parent Guardian Name	Student Info: Page 1:Parent/Guardian	
	Parent Guardian Address		
	Parent Guardian City		
	Parent Guardian State		
	Parent Guardian Zip		
	Parent Guardian Telephone		**Include Area Code**
	Enter Date	Student Info:Page 3	
2	Leave Date		
	Class Of	Student Info:Page 1: Yr Grad	
	Diploma Type	Grade Reporting:Course History: Academic Summary	
	High School Name	System Set Up; School; Basic Tab	
	School Address		
	School City		
	School State		
	School Zip		
	School Telephone		
	School Fax		
3			
	District Name	System Set Up; School; Basic Tab	
	District Address		
	District City		
	District State		
	District Zip		
	District Telephone		**Include Area Code**
	Course ID	Grade Reporting: Course History: Course History Tab	
	Course Title		
	Mark		
4	Credits		
	Term Grade ID		
	Term End Month/Year		
	Term Number		
	Work in Progress		
5	Course ID	Grade Reporting: Grading SetUp: Transcript Definition: WIP/College Entrance Options: Print Work In Progress	
	Course Title		
	Credits	Schedule: Choose Term	
	GPA Summary		
6	TOT: Total GPA	Grade Reporting: Course History: Course History:	**CHANGE** TOT: Total GPA to **SC UGP GPA**
	ACA: Academic GPA	Academic Summary	**CHANGE** ACA: Academic GPA to **4.00 GPA**
	Credit Summary		
7	Term Summary Credits Attempted	Grade Reporting: Course History: Course History:	
	Term Summary Credits Completed	Academic Summary Tab	
8	Class Rank	Grade Reporting: Course History: Course History:	
9	**Official Signature**		
10	**Official Text**	Grade Reporting: Grading Set Up: Transcript Definition	**Official Signature and or Seal required for manually created transcript.**
11	**Transcript Footer Option Legend**	Grade Reporting: Grading Setup: Transcript Definition: Header/Footer Option	Information on the South Carolina Uniform Grading policy can be found at: http://ed.sc.gov/topics/curriculumstds/UGP.HTML